WIDA *ACCESS for ELLs* Frequently Asked Questions (FAQ)
December 2011

What is the *ACCESS for ELLs* test?
ACCESS for ELLs replaces the MontCAS English Language Proficiency Test (ELP) that was given in previous years. It is an annual assessment that is required for all K-12 Montana students identified as Limited English Proficient (LEP).

How do I know which students will take the *ACCESS for ELLs* test?
All students identified as LEP in the AIM student database during the October count period will receive test booklets with barcode labels.

What are the guidelines for identifying Limited English Proficient (LEP) students? What is the definition of "proficient" for LEP students?
The guidelines for identifying LEP students and the definition of proficient LEP students can be found here: http://opi.mt.gov/pdf/Bilingual/10JanLEPCriteria.pdf.

When is the testing window for the WIDA *ACCESS for ELLs* for 2010-2011?
The 2011-12 testing window for *ACCESS for ELLs* is December 1, 2011 through January 27, 2012.

What is the W-APT test?
The W-APT is a screening tool for newly enrolled students with limited English proficiency to be administered at the time of enrollment. The W-APT is useful in giving schools a sense of the student's level and language learning needs upon enrollment.

How do I take the WIDA Test Administrator Training?
Go to www.wida.us and sign on. If you are the system test coordinator, please call Alisia Landis, Assessment Administrative Assistant at the Office of Public Instruction at 406-444-3511 for your username and password to access WIDA training.

Can I share my username and password for the Test Administrator Training with other test administrators in my district?
An account to access the WIDA website and materials is required for each teacher who will administer the screener (W-APT) and/or the annual assessment (*ACCESS for ELLs*). Below are some important steps.
- Test Coordinators create accounts for each person who will administer one or both WIDA assessments.

- To create those accounts, Test Coordinators will log in to the secure site and choose "*ACCESS for ELLs* Training Course Account Creator" and follow the steps to create an account for each test administrator in your system.

Is the Test Administration training required?
Training courses on the WIDA website are required for all teachers who will administer the assessments. The courses include quizzes. A score of 80% or higher indicates understanding of the processes. If there are several people in your district who will be administering the WIDA, each person needs to be enrolled for the training and pass the training once logged into the WIDA website.

How long does the Test Administration training take?
The online training takes approximately two to four hours, depending on which areas you should complete and may be completed in one sitting, or in as many sessions as necessary, ideally within one to two weeks of when you will be administering the test. The Group Test Module takes approximately 20 minutes plus the quiz takes about 10 minutes. The Speaking Test Module takes approximately 45 minutes plus 15 minutes for the quiz. The Kindergarten Test Module takes approximately 45 minutes plus 15 minutes for the quiz.

What parts of the Test Administration training are necessary?
The three quizzes associated with the modules listed below should be completed with a passing score of 80% or higher to become certified to administer the applicable sections of *ACCESS for ELLs*.
- **The Group Test Administration Module** offers an overview of the structure, procedures, and timing of the Listening, Reading, and Writing portions of the test for grades 1-12. This module has its own quiz.
- **The Speaking Test Administration Module** includes information about how to administer and score students' responses on the Speaking test for grades 1-12. Speaking Test Administrators must be comfortable with the scoring rubric for this component, so the module offers focused practice with audio samples of speaking test administration. This module has its own quiz.
- **The Kindergarten Test Administration Module** explains the unique format of the Kindergarten *ACCESS for ELLs*, which is individually administered to students and involves the use of a storybook, activity board, and manipulative cards. This module also has Speaking Test sound samples to practice scoring as well as its own quiz.

Are all modules of the test (Reading, Writing, Listening and Speaking) required?
Yes, all sections are required.

Do I have to score every section of the test?
You will only score the Speaking section on-site. All other sections (Reading, Writing and Listening) are sent to MetriTech for scoring.

I don't have a barcode label for a student; is every line on the back of the booklet (Student ID, # of years req., etc…) required to be filled out?
If there is no barcode label, bubble in only the student's name grid on the front page and the state student ID number on the back page. It is a nine digit number and should be bubbled left to right.   The remaining information is captured in AIM.

Where do I find the length of time a student has been enrolled in ELP?
This and other grids on the last page of the test book do not need to be completed as the information is already included in AIM via the state student ID. The state student ID is either on the barcode label or, absent a barcode label, needs to be obtained from AIM and bubbled into the state student ID grid on the back cover of the test book.

I have a newly-arrived LEP student who was not included on the list for testing. How do I get a booklet and label for this student?
You can order booklets by emailing or calling wida@metritech.com or 800-747-4868. In lieu of a label, you must contact AIM to get the state student ID for that student. Once you have the test booklet, bubble in only the student's name on the front page and the state student ID number on the back page. Lynn Hinch, OPI Assistant Division Administrator & Bilingual Specialist, can advise you about what tier to order (406-444-3482, lhinch@mt.gov).

What do I do with a test booklet for a student that is no longer enrolled? How do I indicate that the particular student is no longer enrolled?
For students who are no longer enrolled, schools may destroy the label if it hasn't been affixed to testing materials. If it has been affixed, put an X across the label, write "No longer enrolled," or "No longer LEP" and follow the return directions for unused and non-scorable test materials on page 14 of the Test Admin manual. All materials are returned to MetriTech, nothing to OPI.

What about a student who is absent on test day?
For students who are absent for one or more parts of the assessment, ABS should be marked on the box in the bottom right-hand corner of the back cover of the test booklet for the appropriate test section. Districts should make every effort to schedule

a make-up time for students who are absent. The last day of the testing window, including make-up tests, is January 27, 2012.

Two students were caught cheating during testing. Testing was stopped, but what is the next step? Does the test get invalidated or are they required to retake it separately? Is there suspension involved?
That part of the test needs to be invalidated on the back cover of the test answer booklet, on the lowest right hand box in the row labeled INV (for invalidate). Bubble the section in which the students cheated, L=Listening; R=Reading; W=Writing; S=Speaking; that section(s) will be invalidated, but the students, under close supervision, may take the remaining sections. Suspension would be a school policy issue.

What will the schools receive as far as results are concerned on the WIDA test?
Five different *ACCESS for ELLs* score reports are provided to districts: Parent/Guardian Report, Teacher Report, Student Roster Report, School Frequency Report, and the District Frequency Report.   For detailed information on how to interpret and apply *ACCESS for ELLs* scores and proficiency levels, download the *Interpretive Guide for Score Reports* at http://wida.us/assessment/ACCESS/#scores. A pre session on the reports and instructional uses of the reports will be presented at the OPI state assessment conference the afternoon of January 18, 2012. Information about the conference is at the following link:
http://www.opi.mt.gov/curriculum/MontCAS/#p7GPc1_5

Do I need to order score reports for my school?
The Office of Public Instruction will order all score reports for all school districts in Montana. They will be sent directly from MetriTech to your school system.

When will we receive our score reports?
Score reports will ship to school systems from MetriTech in early April 2012.

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